RESOLUTION NO. 26-01

FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the Mayor and City Council of the City of Sky Valley seek to promote sound fiscal stewardship, accountability, and transparent municipal administration;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. ESTABLISHMENT

The Finance and Administration Advisory Committee is hereby established, comprising five voting members appointed by the Mayor and confirmed by the City Council:

1. Two (2) members of the City Council.
2. Three (3) citizens of the United States who are residents of the City of Sky Valley and have experience in accounting, budgeting, financial management, municipal law, or public administration. For the purposes of this resolution, "resident" means someone who either owns or rents property in Sky Valley and who lives full time or part time within the Sky Valley city limits.
3. City Manager (ex officio, non-voting).
4. City Clerk (ex officio, non-voting).

The Mayor shall serve as an ex officio, non-voting member of the Committee, consistent with the standing committee resolution.

Chair: Appointed by the Mayor from among its Council members.
Quorum: A majority of the appointed voting committee members.
Term: Citizen members shall serve two-year terms, renewable once. City Council members serve concurrent with their elected term or until replaced.

SECTION 2. DUTIES

1. In collaboration with the City Manager, review, monitor, and recommend the annual budget, millage rate, and financial policies.

2. Monitor monthly financial statements, expenditures, and revenue trend.

3. Partner with staff on audits, audit responses, and internal control practices.

4. In collaboration with the City Clerk and City Manager, review personnel policies, staffing needs, compensation plans, and employee benefits.

5. Recommend updates to administrative procedures, procurement practices, and records management, including an open checkbook process to ensure transparency.

6. Partner with staff in the review and recommendation of contracts, service agreements, and vendor performance.

7. Recommend and support long-term financial planning and capital improvement prioritization.

SECTION 3. TRANSPARENCY AND PUBLIC ACCOUNTABILITY MEASURES

1. Compliance with the Georgia Open Meetings Act.

2. Agendas and key financial materials posted online at least 24 hours before meetings.

3. Committee report presented at each subsequent City Council meeting.

4. Quarterly online financial transparency dashboard.

5. Records maintained and available per Georgia Open Records Act.

6. Disclosure of conflicts of interest, recorded in minutes.

7. Annual public financial review session.

8. Meeting minutes posted within 7 business days after approval.

SECTION 4. LIMITATION OF AUTHORITY

The City of Sky Valley Finance and Administration Advisory Committee established under this resolution shall not:

(a) Exercise legislative, executive, or administrative authority;
(b) Direct City staff or operations;
(c) Approve expenditures or bind the City to any obligation;
(d) Supersede or duplicate the authority of other standing committees

SECTION 5: GOVERNING AUTHORITY AND CONSISTENCY.
This Resolution is adopted pursuant to the Standing Committees Resolution of the City of Sky Valley and is intended to implement, supplement, and provide committee-specific guidance consistent therewith. This Resolution shall be construed in harmony with the Standing Committees Resolution and applicable law. In the event of any conflict, inconsistency, or ambiguity between this Resolution and the Standing Committees Resolution, the provisions of the Standing Committees Resolution shall govern and control.

Nothing in this Resolution shall be construed to expand or diminish the powers, duties, appointment authority, or limitations established by the Standing Committees Resolution or by Georgia law.

SECTION 6: EFFECTIVE DATE

This Resolution shall become effective immediately upon its adoption.

RESOLVED this 20th day of January 2026

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Mayor   Benita Cotton-Orr

ATTEST:

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City Clerk